

Little Traverse Bay Bands of Odawa Indians
Job Posting

Job Title: DATA LICENSING ASSISTANT
Department: Natural Resources
Reports to: Natural Resources Director
Status: Non-Exempt
Salary: \$10.31 - \$13.95 per hour
Level: 1 – Part Time (20 Hrs. /Wk.)
Notes: This position is a limited term part time position fully dependent on continued BIA funding.
Opens: April 22, 2014
Closes: May 13, 2014

SUMMARY. Will primarily be responsible for the issuing of licenses, tags and the maintaining of associated data bases. Will also provide assistance to the Administrative Assistant in day to day duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned by Supervisor to meet the needs of the Program(s).

- Issues licenses and associated tags or permits.
- Organizes and maintains licenses database and file system.
- Issues fishing and hunting licenses and maintains logs.
- Administers and maintains license holder database.
- Develop and prepare education materials such as brochures and pamphlets related hunting/fishing/gathering
- Is responsible for collecting inland hunting and fishing license fees and for making monthly deposits.
- Enters and manages harvest data.
- Prepares and manages and enters data associated with the Annual Harvest Survey.
- Provide assistance to the Administrative Assistant.
- Answers the phone, greets, and directs visitors when needed.
- Other duties as assigned.

QUALIFICATIONS

To perform this successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

High school diploma required. Experience with computers and Microsoft word platform required. Experience in Tribal Government Operations preferred.

LANGUAGE SKILLS

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, governmental agencies, members, and the general public.

MATHMEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid driver's license and be insurable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job.

While performing the duty of this job, the employer is regularly required to sit; use hands and finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

OTHER

Must present a professional appearance and demeanor and be able to work with a minimum of supervision. Must possess the ability to plan, organize and coordinate effective schedules.

COMMENTS

Native American Preference will apply.